

State of Hawaii  
Department of Human Services  
Benefit, Employment and Support Services Division  
Child Care Program Office

**Addendum 1**

**To**

**Request for Proposals**

**RFP No. HMS 302-12-02-S  
Preschool Open Doors (POD) Child Care Services**

**Date Issued: May 15, 2012**

May15, 2012

**ADDENDUM NO. 1**  
**To**  
**REQUEST FOR PROPOSALS**  
**Preschool Open Doors (POD) Child Care Services**  
**RFP No. HMS 302-12-02-S**

The Department of Human Services, Benefit, Employment and Support Services Division, Child Care Program Office is issuing this addendum to RFP Number HMS-302-12-021-S, Preschool Open Doors (POD) Child Care Services, for the purpose of:

- ☐ Responding to questions that arose at the orientation meeting of <Date> and written questions subsequently submitted in accordance with Sections I-V of the RFP.
- ☒ Amending the RFP.
- ☐ Final Revised Proposals

The proposal submittal deadline:

- ☐ is amended to <new date>.
- ☒ is not amended.
- ☐ for Final Revised Proposals is <date>.

Attached are:

- ☐ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☒ Amendments to the RFP. Revised deadline for state agency's response for applicants written questions
- ☐ Details of the request for final revised proposals.

If you have any questions, please contact:

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## Section 1

### Administrative Overview

**Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.**

### Procurement Timetable

**Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.**

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	5/01/2012
Distribution of RFP	5/01/2012
RFP orientation session	5/08/2012
Closing date for submission of written questions for written responses	5/10/2012
State purchasing agency's response to applicants' written questions	5/16/2012
Discussions with applicant prior to proposal submittal deadline (optional)	5/24/2012
Proposal submittal deadline	5/29/2012
Discussions with applicant after proposal submittal deadline (optional)	N/A
Final revised proposals (optional)	N/A
Proposal evaluation period	5/30-5/31/2012
Provider selection	6/01/2012
Notice of statement of findings and decision	6/01/2012
Contract start date	7/01/2012

answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the paragraph VII. Submission of Questions.

## Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

**Date:** May 10, 2012 **Time:** 4:30 pm HST

State agency responses to applicant written questions will be provided by:

**Date:** May 16, 2012

## Submission of Proposals

A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website referred to in II. Website Reference. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200).** Provides applicant proposal identification.
2. **Proposal Application Checklist.** Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
3. **Table of Contents.** A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
4. **Proposal Application (Form SPO-H-200A).** Applicant shall submit comprehensive narratives that address all of the proposal requirements contained in Section 3 of this RFP, including a cost proposal/budget if required.